



Parks and Recreation
HC 39 Box 3A, Flagstaff, AZ 86001
(928) 679-8000
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COCONINO COUNTY PARKS & RECREATION

Louise Yellowman County Park

RULES, POLICIES and FEES

DEFINITION OF USER TERMS FOR ALL RULES AND POLICIES:

- **User** - any visitor to park property.
- **Event** - a special event is any public or private gathering involving the use of Coconino County Parks and Recreation owned properties, and may include any combination of the following activities: entertainment, dancing, music, drama, sports/athletics, craft/vendor booths, displays, amusement rides and activities, parades, the sale or free distribution of merchandise. Special event rules and policies apply when attendance is expected to exceed 100 people.
- **Lessee** – person or organization responsible for an organized activity, as indicated on facility use permit or contract.

GENERAL PARK RULES:

1. The park is for the enjoyment of all. Everyone is welcome to utilize the park under the following park rules and policies.
2. All litter and trash must be placed in trash receptacles.
3. Glass containers are prohibited on park property.
4. Day or night camping is prohibited (includes sleeping, planning or preparing to sleep.)
5. Overnight parking is prohibited.
6. The consumption of alcoholic beverages is prohibited.
7. This park is a drug-free recreation area. Drug consumption and possession is prohibited.
8. Users of Coconino County Parks & Recreation (CCPR) properties, facilities, and equipment are financially liable for damage caused by their use.
9. The sale of any item, including food, novelties, merchandise, etc., is prohibited on CCPR property unless prior arrangements are made through CCPR and all applicable licenses, certificates, insurance, and permits are obtained.
10. Signs may not be affixed to trees, placed over existing park signs, or on park signposts. Signs may be tie-on banners or freestanding signs.
11. Smoking is not allowed in any County building, or in any indoor or outdoor venue where people are congregated into a seating area or waiting in a line for service.
12. Only charcoal is allowed in barbecue grills, and only when fire restrictions are not in place.
13. All pets shall be maintained on a leash and under physical or secured restraint at all times as per the Coconino County Leash Law, Regulation #11-1-2.
14. Livestock in the park is prohibited.
15. Pets are not permitted in playground, skate track, and ball court areas.
16. Children (ages up to 16) must be supervised by adults at all times.

17. Offensive or disruptive behavior (including but not limited to loud music, barking dogs, loud conversations, profanity, etc.) is prohibited.
18. Damage or destruction to any park property is prohibited. This includes graffiti or other acts of vandalism.
19. Cutting of trees or tree limbs is prohibited.
20. Motorized vehicles may only be operated on designated roadways and parking lots; they are not permitted on park trails, turf or landscaped areas.
21. Park users may not park vehicles in adjacent residential and public thoroughfares or business parking lots.
22. Vehicle maintenance and/or mechanic work, including oil changing, engine repair, etc., are prohibited on park property.
23. Firearms and weapons must be under lock and key and not visible at all times.
24. All exceptions to rules or policies must be approved in writing by CCPR.
25. Failure to follow all rules and policies set forth by CCPR may result in eviction or removal from park.

GENERAL PARK POLICIES:

1. Park hours are:
 6:00 a.m. – 10:00 p.m. - May 1 through September 30
 6:00 a.m. – 9:00 p.m. - October 1 through April 30
2. Park services are limited and utilities are shut off from December 1 through March 1.
3. Day-use picnic ramadas are available on a first-come first-served basis.
4. CCPR is not responsible for injuries that may occur on park property.
5. CCPR reserves the right to deny any activity or event proposed to be conducted on CCPR property.
6. CCPR is not responsible for any personal property lost, stolen, or damaged while on park property.

PICNIC RAMADA USE RULES:

1. Reservations are not taken for ramadas. They are available on a first-come first-served basis.
2. Users will be financially liable for damage caused to County facilities and equipment.
3. The possession or consumption of alcoholic beverages is not permitted.
4. Activities that interfere with other park users or surrounding areas are not allowed.
5. Picnic ramadas are for day-use only and may be occupied during park hours only.
6. Picnic Ramada maximum occupancy is 40 people per ramada.
7. Picnic ramadas and surrounding area must be left clean after use.
8. CCPR reserves the right to eliminate picnic ramada use while events are being conducted at the park.
9. The group pavilion may be leased, on weekends only, for special events. See Special Event section below for additional special event related information.
10. The group pavilion is available on a first-come first-served basis during weekdays and on weekends when not previously reserved.

SKATE TRACK USE RULES, RECOMMENDATIONS & CONDITIONS FOR USE:

1. Skate Track hours are:
 6:00 a.m. – 10:00 p.m. - May 1 through September 30
 6:00 a.m. – 9:00 p.m. - October 1 through April 30
2. This skate track may be used by skateboards, roller skates, inline skates, and bicycles.
3. Skating is prohibited when surfaces are wet or iced over.
4. Keep skating features and skating bowls free of trash and other potential obstacles. Properly dispose of all trash.

5. Portable skate track elements or other obstacles are prohibited from being brought into skate track.
6. This skate track is used by both experienced and inexperienced skaters.
7. The skate track is a non-supervised facility. Skating is a hazardous recreational activity.
8. Serious injury may result from being hit by a skate board, bicycle or users falling or colliding.
9. Use of this facility may result in death, paralysis, broken bones or other serious injury.
10. Coconino County does not assume responsibility for injuries. Use this facility at your own risk.
11. Use of the following protective equipment is recommended: helmets, elbow pads, knee pads and shin guards.
12. Bicycles must cap axels and handlebar ends in order to protect the skate track surface.

For emergencies call 911 or 928-283-3111/3112.

SPECIAL EVENT RULES & POLICIES:

Event Level Definitions

Level 1: *An event will be defined at Level 1 if the majority of these conditions are anticipated.*

- Event will occur over a single- or multiple-day period.
- Peak attendance at the event is expected to be between 300 and 500 people.
- Admission or entry fees will be charged.
- Food will be sold to the public.
- Merchandise will be sold.
- There will be live entertainment.
- Extensive use of CCPR staff, equipment and facilities are required.
- Event requires electricity and other utilities.

Level 2: *An event will be defined at Level 2 if the majority of these conditions are anticipated.*

- Event will occur over a single- or multiple-day period.
- Peak attendance at the event is expected to be between 100 and 300 people.
- Admission or entry fees may or may not be charged.
- Food will be sold to the public.
- Merchandise will be sold.
- There will be live entertainment.
- Moderate use of CCPR staff, equipment and facilities are required.
- Event requires electricity and other utilities.

Level 3: *An event will be defined at Level 3 if the majority of these conditions are anticipated.*

- Event will occur on a single day.
- Event will bring in fewer than 100 people.
- No admission charged or entry fees.
- No food will be sold to the public.
- May or may not involve live entertainment.
- Minimal use of CCPR staff and equipment and facilities is required.
- Event may or may not require electricity and other utilities.

Lessee categories and applicable facility rental fees & security deposits

All CCPR facility rental applicants will be categorized into one of the following groups and assessed variable deposits and fees:

1. *Probationary Status Lessees*

Definition

- Lessees or events whose deposits were not returned the previous year due to facility damage.
- Lessees or events whose deposits were not returned the previous year due to late payments.
- Lessees or events whose deposits were not returned from the previous event due to contract violations.
- If the event is conducted as agreed to in the facility use contract, deposits will be returned, and the event or lessee will be moved to "Good Standing" for their next event.

Probationary Fees & Deposits

Lessees or events in probationary status will be charged a refundable security deposit of 150% of the standard amount.

2. *Poor Standing Status Lessees*

Definition

- Lessees or events whose deposits were not returned for two consecutive events regardless of the reason.
- Lessees or events whose deposits were not returned for two consecutive events due to facility damages.
- Lessees or events whose deposits were not returned for two consecutive events due to late payments.
- Lessees or events whose deposits were not returned for two consecutive events due to contract violations.
- If the event is conducted as agreed to in the facility use contract, deposits will be refunded and the event or lessee may be moved to "Probationary" standing for the next event.
- **Note:** Requests for facility use by events or lessees who rank in this category may be refused.

Poor Standing Fees & Deposits

- **Lessees or events in poor standing status will be charged security deposits at 200% the standard amount.**

3. *Good Standing Status Lessee*

Definition

- Lessees or events who abide by CCPR contractual rules.
- Lessees or events who leave facilities in a manner acceptable to CCPR.
- Lessees or events who make payments due to CCPR by due dates.
- Lessees or events who are returned all refundable deposits.

Good Standing Fees & Deposits

Lessees or events in good standing status will be charged standard facility rental fees and security deposits.

The CCPR director may at any time deny facility usage, regardless of an event's classification within this system, when that facility usage has or will:

- Conflict with a facility's intended use,
- Conflict with other events or activities held at the same park,
- Have become too large for the park facilities,
- Have previously caused severe facility or natural resource damage,
- Limits facility use by the general public due to repeated use of facility by special events.
- Violated the law, or
- Failed to remit fees owed to CCPR within 90 days of the end of the event.

Probationary or poor standing status is not exclusive to a specific event and may be assigned to a lessee who hosts multiple events. For example, if a lessee is put on probationary status for actions or omissions at one event, or other events hosted by the same lessee will incur probationary or poor standing facility fees and deposits or may be denied facility usage by the CCPR director.

Application & Event Procedures

1. Special Event Applications and Event Management Plans may be obtained and upon completion shall be submitted to the Coconino County Parks & Recreation Department (CCPR) in-person, by mail or via fax.
Coconino County Parks and Recreation
Special Events Coordinator
HC 39 Box 3A
Flagstaff, AZ 86001
Phone: 928-679-8000
FAX: 928-774-2572
2. Event Applications will be processed and event dates reserved by CCPR. Applications will not be considered if they are incomplete or are submitted without an Event Management Plan.
3. Applicants shall submit, with the Event Application, an Event Management Plan that includes a detailed illustration of the event area indicating the location(s) of equipment and activities for proper evaluation of the request. The event contract will not be issued and the event date will not be confirmed until an Event Management Plan, along with the application, is received and evaluated by CCPR. Event Management Plans submitted with insufficient detail will not be accepted. Submit illustrations on a CCPR Event Management Plan Form or a blank 8.5" X 11" sheet of paper.
4. After receipt of a completed Special Event Application and Event Management Plan, the event will be placed on the events calendar on a tentative status for the proposed dates and facilities. Events will be considered confirmed on the events calendar when facility rental fees and deposits have been paid as per the Facility Rental Contract.
5. The deadline for submitting Event Applications is 60 days in advance of the event for level 1 events; 45 days for level 2 events; and 45 days for level 3 events. No event dates will be issued with less than a 60-day application lead time at level 1; 45 day at level 2; and 45 day at level 3, without prior approval of the CCPR Director.
6. After applications have been reviewed and approved a Facilities Rental Contract will be prepared and issued. Events are not considered confirmed until a contract has been signed and fees and deposits received by CCPR. Until the event is confirmed, requested facilities may be rented to other applicants. Lessees shall not promote events held at CCPR owned facilities without being in receipt of a signed and binding contract.

7. Facility Rental Fees and deposits are due no later than 30 days after receipt of contract. If fees and deposits are not paid within the 30 days, contract shall be canceled. Note that fees and deposits will not be accepted prior to issuance of Facility Rental Contract.
8. Proof of insurance is due 30 days prior to the first day of the event.
9. If lessee anticipates CCPR staffing needs an estimated schedule is due no later than two weeks prior to event. Staffing needs not scheduled in advance will be charged a higher labor charge as noted on the current Fee Schedule for Facility Rentals. CCPR does not guarantee staff availability.
10. A pre-event walkthrough is required no later than two weeks prior to the event. CCPR does not guarantee desired facility preparations without having met with lessee a minimum of two weeks prior to event. Preparation work not previously scheduled shall incur CCPR staff charges at the higher labor rates (see Fee Schedule for Facility Rentals.)
11. A second pre-event walk through is required just before the lessee begins move-in to verify current condition of facilities.
12. Daily move-in charges begin at the time event equipment (including event-related animals) arrives at the event site and/or personnel are on-site in preparation for the event. Move-out charges are incurred until all event equipment (including event-related animals) has been removed and facilities have been returned in compliance with CCPR standards.
13. A post-event walkthrough is required prior to the lessee vacating the facility.
14. Upon successful completion of post-event walkthrough and payment of all event charges due to CCPR, lessee shall receive security deposit refund.
15. An event day is defined as a day when event participants and/or spectators are engaged in activity at rented facilities. Activities may include but are not limited to: event trials; practices; warm-ups; concessions or merchandise sales; entertainment; admissions collection; or lessee receipt of revenue.
16. Post-event lessee charges are due 30 days after receipt of CCPR invoice.
17. All events shall conclude for the day no later than 10 p.m.

Facility Availability

First-time Events

1. A first-time event is an event that has never occurred at a CCPR-owned facility or an event that has lapsed from occurring at a CCPR-owned facility for one year or more. Events under this definition will be subject to Good Standing status and associated fees. A lapsed event or event producer which was previously assigned a "Probationary" or "Poor Standing" status will be charged "Probationary" or "Poor Standing" premium facility rental fees or deposits. Annual events in "Good Standing" will be given first right of refusal for facilities and dates through November 30 of each year.
2. Applications for first-time events will be evaluated based on the Lessee Events Criteria and Priority Rating and follow the process outlined in the above paragraph, "Application & Event Procedures".
3. Applications from first time lessees will be reviewed by the Coconino County Sheriff's Office.

Annual Events

1. An annual event is an event that occurs each year at the same time of year (i.e., the third weekend of June.) If an organization has established an annual event at CCPR facilities and consistently rates in "Good Standing", that organization will be given first preference to schedule that date for the following year unless changes in facility condition, changes in the market for recreational events in the area, changes in emphasis for CCPR's events programs, or other factors make exercise of this preference undesirable for the county.

2. Applications for annual events will be evaluated based on the Lessee Events Criteria and Priority Rating and follow the process outlined in the above paragraph, "Application & Event Procedures".
3. If a current lessee does not submit an Event Application for the following year ten months prior to the date of the annual event that lessee's date becomes open and available for reservation.

Application Evaluation & Considerations

1. After evaluation of previously held events and the most recent application submittal, CCPR may decline a newly proposed event or an annual event even if it is in good standing, for reasons that include but are not limited to:
 - a. The event has caused safety concerns in the requested facility and/or has become damaging to the park's facilities and/or natural resources. Such situation may be created by the growth of the event, by changes in the conduct of the event, or by deterioration of the physical facility or the park resource base.
 - b. The event can no longer be adequately supervised or supported by CCPR staff. CCPR staff are responsible for ensuring the protection of park resources and the safety of event participants and park users. Such situation may be created by the growth of the event, by changes in the conduct of the event, or by reductions or reassignments of CCPR staff.
 - c. CCPR's inability to recover direct and indirect costs associated with servicing the event. Such a situation may be created if an event has established a history of financial loss for CCPR, if the proposed changes in the event make such loss likely or financial projections for new events indicate a loss to CCPR.
 - d. Prior history of the event or applicant.
 - e. The event's likely negative effect upon the recreation experiences of casual park users and attendees of other contracted lessee events.
 - f. The effect of construction occurring at Fort Tuthill County Park upon the event.
 - g. Lack of facility availability on requested date(s) or extensive use of facility for events, which consequently limits use of facility by the general public.
 - h. Accordance between requested facility use and the facility's intended purpose. Ability of the facility to safely accommodate the event without experiencing physical or natural resource damage.
 - i. Nature of event. In the event of multiple rental requests on the same or adjacent dates, preference will be given to events which showcase local arts and culture; support the efforts of Coconino County non-profits, businesses, and residents; encourage participation by local residents; and provide educational value.
 - j. No more than one event shall be scheduled at the park on the same date.

Lessees will be notified within 30 days of receipt of a complete application and event management plan whether their events will tentatively be placed on the events calendar for the following year. Lessees will have ten business days to request reconsideration by the CCPR director. The director's decision will be final.

Lessee Fees and Deposits Policies

1. User fees and deposits shall be determined as per the current Fee Schedule and required as stated in the policies.
2. Security deposits will be determined as follows: Lessees in "Good Standing" will be required to pay the current stated security amounts; "Probationary" lessees will be required to pay 150% of the stated security deposits; Lessees in "Poor Standing" will be required to pay 200%.

3. All fees and deposits for contracted events will be due no later than 30 days after receipt of contract, and may be paid by cash, check, money order, or credit card. If fees and deposits are not received within 30 days, contract shall be cancelled.
4. If approved in advance by the CCPR director, fees and deposits may be paid less than 30 days prior to event and must be paid in cash, money order, or credit card and received no later than two (2) weeks prior to event date(s). If fees and deposits are not received within two (2) weeks contract shall be cancelled.
5. All fees, security deposits, and key deposit checks will be cashed upon receipt. Refundable deposit amounts will be issued when all contractual terms have been met and post-event billings deducted.
6. Deposit refund balances will be issued to lessee no later than 30 days after all contract terms are met by the lessee.
7. Lessee shall provide CCPR with a projected schedule of needed event services. "Non-scheduled" CCPR services will be charged a higher hourly staff rate and "advance-scheduled" (no later than two-weeks prior to first day of event) CCPR services a lower hour staff rate as posted on the Fee Schedule for Facility Rentals.
8. Lessee shall be charged for all services and equipment rental as posted on the Fee Schedule for Facility Rentals.
9. Event fee percentages will be assessed on either the total fees collected for spectator admissions; event participant entries; or event participant registrations; based upon the following criteria:
 - **Events with spectator admissions and no participant entry or registration fees** – percentage payable to CCPR will be assessed on total admission fees collected by the lessee. CCPR may require the use of a third-party ticketing agency for pre-sale and on-site ticket sales. In such instance, CCPR will receive ticketing revenues from the third-party, deduct fees due to CCPR, and transmit remaining revenues to the lessee.
 - **Events with participant entry or registration fees and no spectator admissions** – percentage payable to CCPR will be assessed on the total, after deducting cash prize awards only, of entry or registration fees collected by the lessee or others acting in cooperation with or on behalf of the lessee.
 - **Events with both spectator admissions and participant entry or registration fees** – percentage payable to CCPR will be assessed upon whichever fee produces the larger aggregate amount as determined by the CCPR Director. CCPR may require the use of a third-party ticketing agency for pre-sale and on-site ticket sales. In such instance, CCPR will receive ticketing revenues from the third-party, deduct fees due to CCPR, and transmit remaining revenues to the lessee.

Cancellations and Refunds

1. Written cancellation notice for any reserved facilities must be received by CCPR at least thirty (30) days in advance of the event start date for a full refund of deposits and fees. Cancellations after that time will result in forfeiture of deposits and fees.
2. Lessees may decide up to twenty-four (24) hours prior to use to request a postponement of the event due to weather, and reschedule for another available date during the same season at no additional charge. CCPR is not obligated to provide an acceptable date to lessees postponing their event.

Responsibilities of All Lessees

Garbage

1. All litter and trash must be placed in trash receptacles.

- Garbage cans will be provided with one garbage bag in each when lessee takes possession of facility.
- Lessees are required to rent dumpsters of adequate size for the anticipated number of event attendees and empty/maintain garbage cans throughout events.
- Lessees are required to provide additional garbage bags as needed, and may purchase these bags from CCPR if necessary.
- Lessees are required to clean facilities to the satisfaction of CCPR during and following an event.
- If facilities are not left clean and to the satisfaction of CCPR, CCPR may elect to contract outside labor for event clean-up and direct the bill for these services and any associated costs to the lessee.

Restrooms

- Lessees are required to rent portable restrooms if CCPR facilities cannot handle number of attendees.
- If on-site restrooms are leased, lessee must monitor and clean restrooms throughout the event. If restrooms are not adequately monitored and cleaned during an event, CCPR reserves the right to close restrooms to the public and assess the \$75.00 per hour cleaning as stated in the Fee Schedule for Facility Rentals.
- Portable restrooms shall only be placed on asphalted surfaces.
- Below are required quantities of portable restrooms, based on event attendance and number of hours per event/day. If on-site restrooms are leased, the number of portable restrooms required may be reduced by six:

<u>Number of Attendees</u>	<u>Number of Hours per Event/Day</u>	<u>ADA-Accessible Restrooms</u>	<u>Total Restrooms</u>
100	1-5	1	1
	5-10	1	2
250	1-5	1	2
	5-10	1	3
500	1-5	1	5
	5-10	2	6
	5-10	7	24

Safety and Security

- Lessee must provide first aid and emergency medical coverage for all events as follows:

PUBLIC ATTENDANCE	# OF CERTIFIED FIRST AID STAFF	# OF FIRST AID STATIONS
300 – 500	1	1

A First Aid Station is defined as a signed first aid area that is staffed throughout the entirety of an event with at least one CPR and first aid certified individual with appropriate equipment and supplies. The station must have capability of calling "911" in case of medical emergency.

- Lessees must provide security and law enforcement. In consultation with the Coconino County Sheriff's Office, CCPR reserves the right to increase or decrease security and/or certified law enforcement (AZ Peace Officer Standard Training Certification) officer requirements following review of lessee's Special Event Application and Event Management Plan:

TYPE OF ACTIVITY	# OF SECURITY STAFF	# OF LAW ENFORCEMENT OFFICERS
Low-risk activities: the risk is less than average. Low attendance activity (under 100). Usually a closed group or party without public participation.	Ability to communicate with police in case of an emergency.	Not required
Medium-risk activities: the risk is average. Medium amount of attendance (100 – 500). Event is open to the public. *Attendance 100 - 300	Minimum 2 security staff with police communication	Not required
*Attendance 301 – 500	Minimum 3 security staff with police communication or minimum 2 law enforcement officers	Not required

2. Lessees may be required to provide crowd control and traffic control. Traffic control on Main Street (US Highway 160) and Moenave Road requires advance approval by the Arizona Department of Transportation, must be performed by a certified law enforcement officer (AZ Peace Officer Standard Training Certification), and may be required by CCPR at the expense of the lessee.
3. Coconino County Parks and Recreation may require the presence of safety and/or security personnel at non-event areas that may be affected by event participants.

Insurance

1. A certificate of insurance is required from lessees for commercial general liability and liquor liability (if applicable). Certificates must name Coconino County as additional-insured, in an amount specified by CCPR and must be in effect for the duration of lessee's occupancy of the facility (including move-in and move-out dates).
2. Minimum insurance limits are:
 - \$1,000,000 general aggregate
 - \$1,000,000 products – completed operations aggregate
 - \$1,000,000 personal and advertising injury
 - \$1,000,000 per occurrence
 - \$1,000,000 automobile liability (or non-owned automobile liability)
 - \$1,000,000 fire damage (any one fire)
 - Statutory workers' compensation and \$500,000 liability for each accident

Additional limits may be required for events utilizing the skate track and/or after review of Event Application and Event Management Plan.

Event Vendors

1. Lessees must obtain and pay for all permits, licenses and approvals required to conduct events. It is the lessee's responsibility to ensure that vendors are compliant with City, Navajo Nation, County and state laws.
2. Lessees must purchase vendor permits from CCPR. Lessees may purchase a "blanket permit" from CCPR covering all event vendors as posted on the Fee Schedule for Facility Rentals.
3. Lessees are responsible for monitoring vendors' permits, products, and merchandise. All items are subject to approval by Coconino County Parks & Recreation, which may withhold such approval at its sole discretion.
4. Vendor booths may not be staked into grass. All booths must be weighed down.

Decorations and Signage

1. Event signage is required for all special events. Signage location must be included on Event Management Plan and approved by CCPR.
2. Temporary roadside directional signs must be placed and removed the day of the event.
3. Banners or signs announcing events may be placed at the park no sooner than two weeks before an event, and must be removed during event clean-up/tear-down. CCPR management must approve all signs, quantity and placement of signs.
4. Nailing anything to walls, trees, or any other structure is prohibited.
5. Signs, decorations, or booths may not be staked into grass.
6. Coconino County's sign ordinance applies.

Smoking and Fires

1. Coconino County has a no smoking ordinance for public buildings, event seating areas, and service lines.
2. Fires are permitted only in the Pavilion fire place.
3. It is lessee's responsibility to ensure attendee safety with regard to the Pavilion fire place.
4. Fires in the Pavilion fire place must be under supervision at all times.
5. Fires in the Pavilion fire place must be completely extinguished prior to lessee leaving the premises.
6. Lessees are responsible for imparting and ensuring all smoking, fire and, when appropriate, fire restriction rules are known to event participants, spectators and attendees.

Weapons

1. Weapons are prohibited except when they are an integral part of an approved event and used in accordance with the terms of the contract and applicable state and Navajo Nation law.
2. The use of projectile propelling devices (paint ball guns, sling-shots, etc.) and launching rockets is prohibited throughout County Parks.

Amplified Sound

1. All events shall conclude at 10:00 p.m.
2. CCPR reserves the right to determine allowable sound levels.
3. Lessees are responsible for informing adjacent residents and businesses of their intent to have amplified music beyond 6 p.m. Notification shall occur no later than 30 days prior to event and proof of notification must be submitted to CCPR no later than 30 days prior to event. Proof of notification may consist of a copy of the letter or flyer outlining event dates and times.

Parking & Traffic Control

1. Traffic control plans are required for all special events and shall be coordinated with the Navajo Nation Department of Law Enforcement.
2. Parking fees must be approved in advance by CCPR.
3. Traffic and parking control may be required at the sole discretion of CCPR. CCPR may appoint traffic and parking control personnel and/or a parking management firm.
4. If lessee is using nearby parking lots for event parking, written verification from parking lot owners permitting use of parking space must be submitted to CCPR.
5. Lessee is responsible ensuring attendees do not park in adjacent residential and public thoroughfares or business parking lots when permission has not been granted by said entities.

Pre-Event

1. Hourly costs for CCPR staff and equipment rental fees as outlined in the Fee Schedule for Facility Rentals are the responsibility of the lessee.
2. Event set-up is the responsibility of lessee.
3. Daily move-in charges begin at the time event equipment (including event related animals) arrive at the event site or personnel are on-site in preparation for the event. Move-out charges are incurred until all event equipment (including event related animals) has been removed and facilities have been returned in compliance with CCPR standards.
4. Lessees must provide written verification of having obtained required licenses, insurance, security, first aid, amplified sound notification, dumpster and portable restroom services.
5. Lessees requiring additional electric service must contact CCPR prior to event. Such services will be billed according to the current Fee Schedule.
6. Relocation of garbage cans is the responsibility of the lessees.
7. Events will not be permitted to proceed unless lessee attends pre-event walk-throughs with CCPR staff a minimum of two weeks prior to event and just prior to set-up. Event layout, set-up responsibilities, and schedules will be reviewed and finalized at the walk-through two weeks prior to event.
8. CCPR does not guarantee desired facility preparations without having met with lessee a minimum of two weeks prior to event. Preparation work not previously scheduled shall incur CCPR staff charges at the higher labor rates (see Fee Schedule for Facility Rentals.)

During Event

1. Lessees shall confine use of the facilities to that area under contract.
2. Renters or designees must be present during all hours of scheduled event.
3. Lessees are responsible for damage to facilities due to lessee's and event attendees' use of facilities and are responsible for repair of damages to the satisfaction of CCPR. Lessees are responsible for damages to adjacent facilities if damages were caused by lessees' attendees. When applicable, adjacent facilities will be included in the pre- and post-event walkthroughs.
4. Lessees may not modify facilities or signs without prior approval from CCPR. Approved modifications must be done by or under the supervision of park staff and paid for by lessees.
5. Services requested by lessees that require CCPR to rent equipment will be charged to lessees at full cost incurred plus 20%.
6. Lessees shall report all accidents and/or injuries immediately to CCPR.
7. Lessees agree to abide by building capacity limits and parking limits.
8. Lessees shall comply with fire safety regulations.
9. Lessee shall ensure that event entertainers refrain from the use of profanity or objectionable behavior. CCPR has final authority over activities at events, and may shut events down if objectionable behavior exists.
10. Lessees are responsible for the behavior of their members and guests. Failure to follow rules may result in eviction or removal from the park.
11. Lessees agree to obey and require their attendees, vendors, contractors, and staff to obey all Coconino County rules, regulations, policies, and procedures, as well as all laws of the Navajo Nation and State of Arizona.
12. It is lessees' responsibility to impart and ensure all park and special event rules are known to event participants, spectators and attendees.
13. Nothing in these rules and policies shall prevent CCPR from making changes to events as necessary.

Post-Event

1. Clean up shall be completed by 8:00 a.m. the day following the last day of rental period. When facilities are not rented by others the day following an event, clean up may be extended with advance approval from CCPR and subject to additional move-out daily rental fees. (See the "Facility Rental" fee schedule for the corresponding move-out fee for your venue.)
2. If CCPR is required to clean up after an event the hourly cleaning fee posted on the Fee Schedule for Facility Rentals will apply and the total cost to clean the facility will be deducted from lessee's security deposit. CCPR may elect to contract outside labor for event clean-up and direct the bill to lessee for payment. Not cleaning up after an event may result in the lessee being placed on probationary or poor standing status, or loss of future rental privileges.
3. Part or all of cleaning deposits may be retained at CCPR's sole discretion if not all conditions of the contract are met.
4. Lessees paying CCPR a percentage of admissions/entry fees/registration fees must submit a detailed report of ticket sales/entries/registration to CCPR along with payment within thirty (30) days of completion of event.

Staffing

1. Given the nature of the event and the expected attendance CCPR will determine when and if supervisory staff is required. If CCPR determines that event supervision is required, the lessee will be charged for the number of hours worked by CCPR staff.
2. Lessees requesting event support services that require CCPR staff assistance will be charged for the hours staff is on-site and the services provided as posted on the Fee Schedule for Rental Facilities. CCPR does not guarantee staff availability.
3. The lessee will be charged for the staff time required to reconfigure facilities to the established standard set-up for each facility.

Failure to Comply

1. Failure to abide by or violations of rules and policies may result in termination/cancellation of event or rental contract, eviction from the premises and loss of future rental privileges.

FEE SCHEDULE

	PRIVATE USE DAILY RENT	REFUNDABLE SECURITY/CLEANING DEPOSIT
Group Pavilion (maximum 100 people)	\$45.00	\$100.00

	SPECIAL EVENT/SPECIAL USE DAILY RENTAL FEE	MOVE-IN OR MOVE- OUT DAYS' RENTAL FEE	EVENTS WITH EITHER ADMISSION CHARGE, OR ENTRY FEE, OR REGISTRATION FEE
GROUP PAVILION FACILITY RENTALS			

Pavilion – includes fire place, lawn, tiered seating, covered barbecue, a portion of the parking lot, 6 picnic tables, 5 trash barrels with one liner each	\$150.00	\$80.00	<u>For-Profit</u> Rent + 10% gross ticket admission fees or 5% of entry/registration fees after deducting cash prize awards only, whichever is greater. <u>Non-Profit</u> Rent + 8% gross ticket admission fees or 4% of entry/registration fees after deducting cash prize awards only, whichever is greater.
SKATE TRACK FACILITY RENTALS	\$150.00	\$80.00	<u>For-Profit</u> Rent + 10% gross ticket admission fees or 5% of entry/registration fees after deducting cash prize awards only, whichever is greater. <u>Non-Profit</u> Rent + 8% gross ticket admission fees or 4% of entry/registration fees after deducting cash prize awards only, whichever is greater.
Skate Track – includes a portion of the parking lot, ___ picnic tables, ___ trash barrels with one liner each			
BASKETBALL COURT	<u>For-Profit</u> \$10.00/hr. weekdays \$15.00/hr. weekends	N/A	<u>For-Profit</u> Rent + 10% gross ticket admission fees or 5% of entry/registration fees after deducting cash prize awards only, whichever is greater. <u>Non-Profit</u> Rent + 8% gross ticket admission fees or 4% of entry/registration fees after deducting cash prize awards only, whichever is greater.
Includes a portion of the parking lot, ___ trash barrels with one liner each	<u>Non-Profit</u> \$5.00/hr. weekdays \$7.50/hr. weekends	N/A	<u>For-Profit</u> Rent + 10% gross ticket admission fees or 5% of entry/registration fees after deducting cash prize awards only, whichever is greater. <u>Non-Profit</u> Rent + 8% gross ticket admission fees or 4% of entry/registration fees after deducting cash prize awards only, whichever is greater.

All Lessees – Facility Security Deposits

Definitions of Lessee Categories

Good Standing First-time lessees and lessees who abide by CCPR contractual rules, leave the facility in an acceptable manner, and are returned all refundable cleaning/damage deposits following their events.

Probationary Recurring events whose deposits were not returned the previous year due to facility damage, late payments or contract violations shall be considered “probationary.” Recurring events in this category will be assessed a refundable damage deposit at 150% the standard amount.

Poor Standing Lessees whose deposits were not returned for two consecutive or annual events due to facility damage, late payments or contract violations shall be considered in “poor standing.” Events in this category will be assessed deposits at 200% the standard amount.

	“GOOD STANDING” SECURITY DEPOSIT (including first time lessees)	“PROBATIONARY” SECURITY DEPOSIT	“POOR STANDING” SECURITY DEPOSIT
PAVILLION FACILITY RENTALS			

Pavillion - includes fire place, grass lawn, tiered seating, covered barbecue, a portion of the parking lot, <u>6</u> picnic tables, <u>5</u> trash barrels with one liner each	\$300.00	\$750.00	\$900.00
Skate Track - includes a portion of the parking lot, ___ picnic tables, ___ trash barrels with one liner each	\$300.00	\$750.00	\$900.00
Basketball Court – includes a portion of the parking lot, ___ trash barrels with one liner each	\$100.00	\$250.00	\$300.00

NOTES: There is a refundable key deposit of \$40.00 per key (maximum \$160.00) required for facilities.

Other Special Event Fees for CCPR Services and Equipment

Services and equipment are offered based on availability of equipment and staff.

SERVICES, EQUIPMENT & FEES	UNIT	UNIT COST
Park Impact Fee (for events expecting 500 or more attendees.)	Per event	\$100.00
Individual vendor or food booth permit with one 110v outlet or 20 amp electricity	Per event	\$25.00
Individual vendor or food booth permit without any utilities	Per event	\$15.00
Blanket vendor permit	Per event	\$220.00
Additional 20 amps for vendor or food booth	Each	\$12.00
220v outlet for vendor or food booth where available	Each	\$35.00
Track & Court lights (after park hours)	First two hours	\$55.00
Track & Court lights (after park hours)	Per hour after first two	\$22.00
Electrical Maintenance Labor (subject to availability)	Per hour, per staff	\$44.00
CCPR Staff assistance when scheduled in advance and between the hours of 7:00 a.m. and 5:00 p.m. (subject to availability)	Per hour (staff minimums may apply)	\$25.00
CCPR Staff when scheduled in advance and outside the hours of 7:00 a.m. and 5:00 p.m. (subject to availability)	Per hour (staff minimums may apply)	\$37.50
CCPR Staff when not scheduled in advance and between the hours of 7:00 a.m. and 5:00 p.m. (subject to availability)	Per hour (staff minimums may apply)	\$50.00
CCPR Staff when not scheduled in advance and outside the hours of 7:00 a.m. and 5:00 p.m. (subject to availability)	Per hour (staff minimums may apply)	\$75.00
CCPR staff post-event clean up. Staff may elect to contract cleaning personnel with the cost being forwarded to lessee.	Per hour (staff minimums may apply)	\$75.00
Trash can liners	Per 100	\$50.00
Trash & Recycling Receptacles	Per hour, per staff for delivery + rental	\$5.00 per receptacle

PENALTY FEES	
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Late Charges	\$35.00 or maximum allowed by law, together with expenses incidental to collection including reasonable attorney fees
Returned Checks	\$25.00 each